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23 July 1963

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Status of Merger of OCI & ORR Elements
into Document Division

REFERENCE : (a) Staffing Complement Change Authorization
dated 6 June 1963

1. Reference (a) transferred the OCI element of 9 positions and the ORR element of 11 positions to OCR/DD as of 6 June 1963.

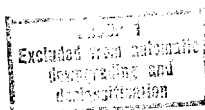
2. At approximately the same time, the responsibilities for disseminating "Special" and "TKH" documents for the Agency and for disseminating documents to ORR branches were assigned to the OCR/DD.

3. In order to effect this merger the T/O has been revised and the transferred personnel have been tentatively assigned as shown in Tabs A, B and C. A list of all personnel in the three dissemination sections is shown in Tab D, and the complete DD organization is charted in Tab E.

4. For one hour each day, the ORR disseminators are being trained on all reading requirements and the DD disseminators are being trained on ORR requirements. On 26 August we hope to begin "one" reading of the State and miscellaneous information reports and to completely phase out the double reading of all information reports by 3 September.

5. It is planned to move the dissemination of publications including the Standard Distribution operation into the space being vacated by the ORR Reading Panel. We are requisitioning via the Administrative Staff for installation of a door to this secure area from the hallway (GH-09) so as to facilitate the handling of the mail. [redacted] will be Chief of the Publications Section which will include Standard Distribution and Central Top Secret Control. We plan to complete the physical moves by 3 September.

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6. The OCI element of 9 personnel is continuing its function of disseminating special intelligence material and has taken over the dissemination (Standard Distribution) of T-KH reports. The group has been placed in the Dissemination Control Branch and renamed the Special Dissemination Section. A T/O slot has been transferred from the Typing Section to this group to handle the T-KH job. We recommend this slot be classified as a GS-7, the same as when it was assigned to NPIC. An additional two slots have been assigned to this group to take care of the regularly scheduled overtime of some 30 hours per week.

7. The volume of the various types of reports handled by the Special Dissemination Section, the reading requirements and present procedures as well as the specific responsibilities vis-a-vis the Special Register and OCI are being studied by Mr. [REDACTED]. We hope to have specific recommendations regarding operating procedures and the organizational set-up of this section after the studies are completed - sometime in September 1963.

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[REDACTED]
Chief, Document Division

Approved:

PAUL A. BOREL
Assistant Director, Central Reference

Attachments:

- Tab A - DD Present and Proposed Organization
- Tab B - Assignment of T/O Slots
- Tab C - Assignment of Personnel from ORR & OCI Elements
- Tab D - Personnel Assignments in Proposed Organization
- Tab E - DD Organization Chart

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